

Submitting a Tech Plan Inside ALEAT

The LEA will need to assign a designated person(s) to be the “district submitter” for the instrument review. Without a designee(s), the “submit to state” button will not appear when the instrument has been completed.



LEA Instruments				
<u>Instruments</u>	<u>Status</u>	<u>Last Updated</u>	<u>Team Leader</u>	<u>District Submitters</u>
<u>Technology Plan</u>	In Progress	09-Oct-28	Not Assigned	<u>Not Assigned</u>

Summary

Onsite Team Leader:

(Not Assigned)

State Reviewers:

District Submitters: [\[Edit\]](#)

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Assign Submitters

☒ Atest, Sample

☒ ATester, WEI

☐ Dickinson, Chris

☐ McNeil (WestEd), Roy

☐ Wright, BrendaL

[Done](#)

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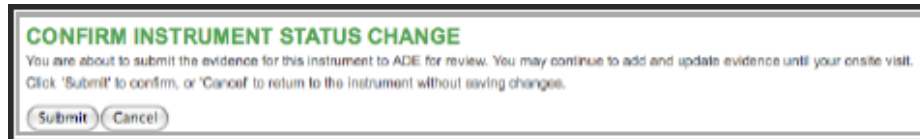
Submitting a Tech Plan Inside ALEAT

Submitting the Technology Plan Instrument:

After uploading all of the required evidence and changing the status for the indicators, the district will be able to submit the completed Technology Plan Instrument to the state for review. You will see a button at the top and bottom of the Instrument Overview page labeled **Submit to State**. *This only appears after everything has been completed.*



Click this button to start the submission process.



You will then be presented with a confirmation screen with the date and time the Technology Plan was submitted by the LEA to the State for review.

